

National Civil Service League

Executive Registry

71-843

February 11, 1971

Honorable Richard M. Helms, Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Dick:

It gives me great pleasure to tell you that we have just selected a career employee of your staff to receive the 1971 Career Service Award. He is Dr. R. J. Smith.

We reserve for you the pleasure of informing him, so we will wait a few days before contacting him.

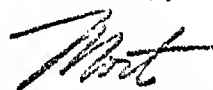
This 17th annual awards ceremony will take place at a banquet at the Washington Hilton Hotel on Friday, April 23 -- reception at 6:30 p.m., and banquet at 7:30 p.m. Traditionally the agency head introduces his awardee, and we cordially invite you to join us in "black tie" at the reception, and as a head table guest.

Your support is greatly appreciated. For this program does more than honor outstanding employee performance; it increases citizen awareness of quality in government and encourages many to build government careers.

We respectfully request that you urge your employees to attend the banquet on April 23. Will you kindly designate members of your information and personnel staffs to work with us on attendance and publicity. If your designees will call the National Civil Service League at 833-1450 and ask for Ada R. Kimsey, she will invite them to a planning meeting scheduled for March 1.

Our warm congratulations on this honor which reflects credit on your entire organization. I look forward to hearing from you and hope that I will see you on April 23.

Sincerely,



Mortimer M. Caplin

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TO	NAME AND ADDRESS	DATE	INITIALS
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Remarks: <p>For your information. The reply is being prepared in this office, designating you as the responsible officer for coordinating plans for the banquet. The Director will attend the banquet.</p> <p>A copy of the reply will be sent to you when it is signed.</p> <p>Jake Goodwin has also received a copy.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE